
HOW TO CREATE A MOTHERHOOD ROOM

Within This Toolkit:

- [Getting Started](#)
- [Choosing a Location](#)
- [Supplies](#)
- [Building Awareness](#)
- [Additional Assistance](#)

GETTING STARTED

The Postal Service is committed to supporting new mothers as they return to work. As part of this commitment, the Wellness Team encourages facilities to set up a motherhood room to support new mothers to continue breastfeeding. This guide walks you through the process for setting up a motherhood room.

CHOOSING A LOCATION

Start by identifying a location that can be used as a motherhood room at your facility. Below are considerations for choosing a location.

| CONSIDERATIONS FOR CHOOSING A LOCATION | |
|--|-----------------------------------|
| <input type="checkbox"/> | Private room |
| <input type="checkbox"/> | Ability to lock the door |
| <input type="checkbox"/> | Not in a bathroom |
| <input type="checkbox"/> | Space for a chair and small table |
| <input type="checkbox"/> | Access to an electrical outlet |
| <input type="checkbox"/> | Sink (ideal but not necessary) |

Once you have found a location, seek approval for converting the space into a motherhood room.

SUPPLIES

After you have obtained approval, purchase supplies to help nursing moms feel comfortable in the space. Below is a list of supplies to make the space comfortable as well as optional supplies to enhance the room.

| MOTHERHOOD ROOM SUPPLIES | |
|--------------------------|---|
| <input type="checkbox"/> | Comfortable chair |
| <input type="checkbox"/> | Table |
| <input type="checkbox"/> | Refrigerator |
| <input type="checkbox"/> | Trash can |
| <input type="checkbox"/> | Cleaning wipes for pump parts and pumps |
| <input type="checkbox"/> | Soap (if there is a sink available) |
| <input type="checkbox"/> | Paper towels |
| <input type="checkbox"/> | Lamp |
| <input type="checkbox"/> | Floor length mirror |
| <input type="checkbox"/> | Wall clock |

OPTIONAL MOTHERHOOD ROOM SUPPLIES

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Microwave |
| <input type="checkbox"/> | Microwave sterilizer bags |
| <input type="checkbox"/> | Bulletin board for baby pictures |
| <input type="checkbox"/> | Parenting books & magazines (examples: What to Expect the First Year, Mayo Clinic's Guide to the First Year, The Happiest Baby on the Block, Parents Magazine) |
| <input type="checkbox"/> | Pump storage |
| <input type="checkbox"/> | Artwork |

Set up the space with the new supplies and work with your local facilities staff to have the space cleaned prior to opening the space for use.

BUILDING AWARENESS

Once the new motherhood room is set up, build awareness for the space by sending an email and having supervisors give a stand-up talk on the space. This allows new moms and future new moms to know that the Postal Service supports their efforts to continue breastfeeding after they return to work.

Below is a sample email/stand-up talk:

New motherhood room at [facility name]

A new motherhood room is opening in [location] on [date]. This room serves as an example of the Postal Service's commitment to supporting new mothers as they return to work.

[Modify based on features available in the room] The room is private, intended for single-use, and features a chair, books and other resources for working mothers. It also houses a refrigerator for temporary breast milk storage, a microwave and a sink.

Employees with questions may contact [contact's name].

ADDITIONAL ASSISTANCE

If you need additional guidance for setting up this space at your facility, please email healthandwellness@usps.gov.